

## **Frequently Asked Questions (FAQs)**

### **1) I submitted an application last week for a vacancy announcement, will I receive a response?**

Once an application is received, it is screened for minimum qualifications and the applicants are either sent a letter indicating the reason why the minimum qualifications were not met, or a postcard is sent to the applicant acknowledging the receipt of the application. Receipt of the postcard indicates that your application has moved on to a panel for further review. The panel will indicate which of the applicants should be interviewed, and those applications will be called on the telephone to schedule an interview. Those who are not to be interviewed will receive a letter indicating the reason. The timeframe for responses to all applicants will vary depending on the number of applications received, however, every effort is made to respond within 30 days from receipt of an application.

### **2) There are two classes of jobs in the Federal Government:**

Competitive Service and Excepted Service.

Competitive Service jobs are under OPM's jurisdiction and are subject to the civil laws passed by Congress. These laws give selecting officials broad authority to review multiple sources before determining the best-qualified candidate, while ensuring that all candidates meet qualification requirements for their appointed positions.

Excepted service agencies set their own qualification requirements and are not subject to the appointment, pay, and classification rules in title 5, United States Code. However, they are subject to veteran's preference. All or some jobs within agencies are excepted service positions. The types of positions, either competitive or excepted are determined by law, executive order, or OPM.

### **3) Who gets the incoming applications?**

There are four Personnel Management Specialists in the Staffing Area of the OIG.

The vacancy announcements are divided evenly among them. The position you apply for will determine who gets your application. If you are applying for a vacancy, simply follow the instructions for submitting your application to OIG, in care of Human Resources.

**4) What positions are classified as “career-ladder”?**

"Career-ladder" positions are Band I positions offering growth potential from GS-5 to GS-12 equivalent, non-competitively, and in some job series, to a GS-13 upon completion of established core competencies and with management approval. At the OIG, most Journey Band positions are "career ladder," with a few exceptions.

**5) I interviewed for a job weeks ago and have not gotten any back, whom can I talk to?**

Please call the Staffing Team in Human Resources (Amanda Belt x2109, Javana Raspberry x4552, Adrienne Jones x2161 or Pamela Childress x4535) and you will be directed to the Personnel Management Specialist (PMS) who is handling that particular position. The PMS will research the status and get back to you as soon as possible. Please be mindful that the hiring process, depending on the number of applicants, can take a considerable amount of time.

**6) What if I need help applying?**

Please call the Staffing Team in Human Resources and they will assist you in submitting your application.

**7) When exactly do jobs close?**

OIG vacancies close at midnight Eastern Time on the closing date of the announcement. After midnight, jobs that have closed will not be available for review or application.

**8) If I am not a citizen of the United States, can I apply for jobs in the OIG?**

At OIG, we do not hire non-U.S. citizens.

**9) Is the selecting Official obligated to interview all best-qualified applicants?**

No. A hiring manager is free to decide who should or should not be interviewed.

**10) Will OIG accept paper applications?**

Yes, the OIG will accept paper applications.

**11) Are college transcripts required?**

Yes. Your transcripts will be used to verify your qualifications for specific positions and grade levels for which you are applying.

**12) Where do I enter my knowledge, skills and abilities (KSAs)?**

You will supply information on how you meet the KSAs of the position by responding to the position-specific questions in the vacancy announcement. You will be rated and referred based on your responses to the position-specific questions as supported by information in your resume. The position-specific questions used in OIG are derived from questions defined by the selecting official in subject matter experts.

**13) As a full-time employee, how much annual leave do I accrue each year?**

Full-time employees earn annual leave as follows:

- An employee with less than 3 years of service earns 4 hours of annual leave for each biweekly pay period (104 hours per leave year).
- An employee with 3 to 15 years of service earns 6 hours of annual leave each full pay period. (160 hours per leave year)
- An employee with more than 15 years of service earns 8 hours of annual leave for each pay period (208 hours per leave year)

**14) How much sick leave do I accrue each year?**

Sick leave is earned as follows:

- All full-time employees, regardless of length of service, earn sick leave at the rate of 4 hours for each full pay period (104 hours per year).
- There is no limit on the amount of sick leave that may be accumulated.
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**15) What is “use or lose” leave?**

“Use or lose” leave is any annual leave over your maximum limit.

**16) Is there an age requirement for the special agent position?**

Yes. The minimum age of entry is 21 years old, and the maximum is 37 years old.

**17) When I separate, will I be compensated for my unused leave?**

Your annual leave balance at the time of separation will be paid to you in a “lump sum.” Your sick leave balance at the time of separation will be recredited to your sick leave account if you return to federal service.

**18) Can the maximum age requirement for an 1811 position be waived?**

No, it cannot. The establishment of a maximum entry age for special agent was established by the Office of Personnel Management (OPM). Civilian special agent are eligible to retire under the provisions of 5 U.S.C. 8336© upon completing at least 20 years of covered service with requirement mandatory age at 57.

**19) Can the education requirement be waived or experience be used in education requirement?**

No, the completion of an accredited baccalaureate degree is a minimum requirement.

**20) What are the vision requirements for the special agent position?**

There is no uncorrected vision requirement. However, eyesight must be correctable 20/20 and 20/30.

**21) Are the OIG Criminal Investigator positions covered under 6c?**

Yes, the OIG Criminal Investigator positions have primary and secondary coverage. The non-supervisory positions are primary and supervisory positions are secondary.

**22) Does the OIG offer LEAP and Locality pay?**

Yes.